

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT ADMINISTRATIVE LEAVE	EFFECTIVE DATE 01/01/2004	NUMBER 02.02.101
	SUPERSEDES 02.02.101 (02/24/1997)	
	AUTHORITY MCL 791.203; Civil Service Rule 2-11	
	ACA STANDARDS 3-ACRS-1D-14; 3-ACRS-1D-15; 3-3099; 3-3100; 4-4092; 4-4093; 4-4094	
	PAGE 1 OF 2	

POLICY STATEMENT:

Administrative leave shall be granted only for the specific purposes outlined in this policy or at the discretion of the Director.

POLICY:

- A. Administrative leave is paid time away from the employee's assigned duties for specific approved purposes. Employees on approved administrative leave shall receive compensation equal to the employee's wages plus the cost of any approved expenses incurred. Neither overtime nor compensatory time shall be authorized for any purpose for an employee who is on administrative leave.
- B. The appropriate Executive Policy Team (EPT) member, or designee, Correctional Facilities Administration (CFA) Regional Prison Administrator, Field Operations Administration (FOA) Regional Administrator, Warden, or Special Alternative Incarceration Program facility (SAI) Administrator shall be responsible for granting administrative leave for the following reasons:
 - 1. Employee collective bargaining unit activities or employee representation as required by the Civil Service Commission or appropriate collective bargaining agreement.
 - 2. The remaining shift hours of an on-the-job injury.
 - 3. The remaining shift hours of an employee with a positive skin test or skin test conversion who is displaying symptoms suggestive of tuberculosis, pursuant to PD 02.04.110 "Control of Tuberculosis in Employees".
 - 4. The Department of Management and Budget (DMB) has authorized the use of administrative leave as set forth in PD 02.02.120 "Department Buildings - Closure/Inaccessibility".
 - 5. Jury duty pursuant to PD 02.01.107 "Jury Duty".
 - 6. Court appearances pursuant to PD 02.01.103 "Employee Appearances in Court and Administrative Proceedings".
 - 7. Assessment sessions with the Department of Civil Service Employee Service Program or those offered by recognized collective bargaining units, pursuant to PD 02.04.107 "Employee Services Program".
 - 8. Active military duty as outlined in Department of Civil Service rules.
 - 9. Completion of continuing education requirements mandated for relicensure or recertification which are necessary to maintain employment at the employee's current classification level. This does not include education requirements necessary to obtain initial licensure or certification even if necessary to maintain employment.
- C. Administrative leave shall not be used for attendance at new employee training or in-service training

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/01/2004	NUMBER 02.02.101	PAGE 2 OF 2
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that is considered part of an employee's assigned duties. Administrative leave may be granted by the Director for an employee's approved attendance at other training that is intended to reinforce or improve the employee's knowledge or understanding of his/her job responsibilities or to benefit the Department, if the employee's absence will not result in an unreasonable curtailment of essential services. A request for administrative leave shall be submitted to the Director through the appropriate chain of command. The request may be denied at any step in the process.

- D. The Director shall have the discretion to grant administrative leave for other purposes as deemed appropriate.
- E. Administrative leave shall not be utilized for taking Department of Civil Service examinations, any employment interviews or related employment activities.
- F. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.

OPERATING PROCEDURES

- G. There are no operating procedures required for this policy directive.

AUDIT ELEMENTS

- H. A Primary Audit Elements List has been developed and will be provided to the SAI Administrator and EPT members, CFA Regional Prison Administrators, FOA Regional Administrators and Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC:OPH:12/19/03